



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
July 28, 2016 Agenda

I. Meeting Opened

The July 28th 2016 Regular Council Meeting was called to order at 6:00 PM by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Councilman Eddie Farris, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Mayor Russ Barley, Councilwoman Elizabeth Brannon and Councilwoman Jennifer Laird.

Staff present: City Clerk Rebecca Podraza, City Attorney Clayton Adkinson, City Planner Latilda Hughes-Neel, Staff Accountant Deborah Wimer-Zills, City Engineer Cliff Knauer, City Engineer Anna Hudson, Parks Director Dana Weiler, Billing Supervisor Jennifer Douglas.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

III. Recognition of Guests

1. Joanne Rocque – Carr, Riggs & Ingram (Audit)
 - Ms. Rocque reviewed the City of Freeport Audit for 2015 with the Council.

Council Action: Councilwoman McLean made a motion to formally accept the 2015 Audit as presented by Joanne Rocque of Carr, Riggs & Ingram. Councilman Farris seconded the motion. All ayes; motion carried.

2. WFRPC rideOn Program Presentation by Dan Deanda
 - Dan Deanda, rideOn Specialist; Caitlin Cerame, Planner; Howard Vanselow, Coordinator; and Austin Mount, WFRPC Executive Director presented the rideOn Program. The City Hall Parking Lot is a designated Park & Ride location for the City of Freeport. Austin Mount suggested that the Council appoint the WFRPC to develop a proposal for Signage and Promotional Material for the Designated Park & Ride location.

Council Action: Councilwoman Cuchens made a motion to appoint the WFRPC to develop a concept proposal at no cost to the City of Freeport for Signage and Promotional Materials for the Park & Ride Designation located at City Hall. Councilwoman Laird seconded the motion. All ayes; motion carried.

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3. West Florida Regional Planning Council Presentation
 - Austin Mount, Executive Director of the WFRPC presented “*The Freeport Community Profile*”
 - a. Approval of Scope of Services for Master Recreation Plan
 - b. Approval of Contract for West Florida Regional Planning Council to facilitate the designated grant money, from Department of Economic Opportunity, in the amount of 32,000.00 for a Master Recreation Plan.

Council Action: Councilwoman Cuchens made a motion to approve the contract of Professional Staff Services between the WFRPC and the City of Freeport to develop the Freeport Recreation Master Plan in the amount of 32,000.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

IV. Approval of Past Minutes

- July 7, 2016 Workshop Minutes

Council Action: Councilwoman McLean made a motion to approve the July 7, 2016 Workshop Minutes as presented. Councilman Farris seconded the motion. All ayes; motion carried.

- July 12, 2016 Regular Council Meeting Minutes

Council Action: Councilman Farris made a motion to approve the July 12, 2016 Regular Council Meeting Minutes as presented. Councilwoman Laird seconded the motion. All ayes; motion carried.

V. Consideration of Additions/Deletions to Agenda

- Approved Additions
 - Sewer-Permission to go out for bids for Sludge Drying Beds Project
 - Preble Rish Conceptual Plan from Owls Head to Rock Hill
 - Mayor-Appointment Announcements of Council Members
 - Councilwoman Cuchens-update to CIP
 - Councilwoman Cuchens-Schedule Special Meeting for FRDAP Grant
 - Councilwoman Cuchens-Approve Environmental Assessment for the Florida Community Trusts Grant
- Approved Deletions
 - Councilman Farris Emergency Preparedness Manual

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VI. Approval of Agenda with Additions/Deletions

Council Action: Councilwoman McLean made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

VII. Staff Reports

A. City Clerk Matters

1. Review Revised Park Fees

- Council discussed the Revised Park Fees and requested that they have more time to compare the old rates to the new rates.

Council Action: Councilman Farris made a motion to table the Revised Park Fees until the August 9, 2016, Regular Council Meeting. Councilwoman Brannon seconded the motion. All ayes; motion carried.

2. Waiver of Fees Applications

Council Action: Councilwoman Cuchens made a motion to waive Community Center Rental Fees for Grit & Grace Inc. for one meeting in the 2015/2016 budget year and all of the 2016/17 budget year in the amount of \$100.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Cuchens made a motion to waive all Community Center Rental fees for Emerald Coast Woodturning Guild for the 2016/17 budget year in the amount of \$1,200.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman Cuchens made a motion to waive all Community Center Rental fees for the Freeport Public Library for the 2016/17 budget year in the amount of \$600.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilman Farris made a motion to waive all Blount House Rental fees for the Walton Okaloosa Council on Aging for the 2016/17 budget year in the amount of \$7,800.00. Councilwoman McLean seconded the motion. All ayes; motion carried.

Council Action: Councilman Farris made a motion to waive all Blount House Rental fees for the
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Town Planters Society of Freeport for the 2016/17 budget year in the amount of \$600.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilman Farris made a motion to waive all rental fees for the Sports Complex for the Freeport Area Youth Sports Association (FAYSA) for the 2016/2017 budget year. Councilwoman Brannon seconded the motion. All ayes; motion carried.

Council Action: Councilman Farris made a motion to waive all rental fees for the Sports Complex for the Freeport Youth Sports. Councilwoman Brannon seconded the motion.

Council discussion:

Council discussed the use of City property by the Freeport Youth Sports Organization. Council is asking for better communication between the Organization and the City this upcoming season.

Brian with Freeport Youth Sports approached the podium. The Organization requested clarification on the use of City property.

Council would like for there to be a specified list of four Freeport Youth Sports Organization members who will be designated as having access and use of Freeport City property. Representatives of the Organization, Councilwoman Laird along with the Parks Director Dana Weiler agreed to draw up a written agreement/contract outlining the specifications of who would be given access to the use of City property and all expectations of all parties involved.

Council stipulated that the waiver of fees is for the regular season only and that the tournaments would not be included in the waiver. The Organization would need to return to council for approval to waive fees for fund raising events.

Council Action: Councilman Farris amended his motion to waive all rental fees for the use of the Sports Complex for the Freeport Youth Sports Organization with the exception of the tournament fund raising events. Councilwoman McLean seconded the motion. All ayes; motion carried.

3. Personnel Structure Recommendations

- City Clerk Podraza reviewed the recommendations of the wage and salary structure for City employees with the Council. Council discussed and will review the structure further at the next Budget Workshop. The Personnel Structure Recommendations was table until the August 9, 2016 Regular Council Meeting.

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4. Set Millage Rate (2015 Rate - 4.7302) and set date for First Budget Hearing

Council Action: Councilwoman McLean made a motion to set the tentative budget at the current millage rate of 4.7302 for the fiscal year of 2016 through 2017. Councilwoman Laird seconded the motion. All ayes; motion carried.

Council Action: Councilwoman McLean made a motion to set the tentative Budget Hearing for September 8, 2016 at 6:00 pm. Councilwoman Laird seconded the motion. All ayes; motion carried.

B. Staff Accountant

1. Pay all bills in order

Council Action: Councilwoman Cuchens made a motion to pay all bills in order. Councilwoman Laird seconded the motion. All ayes; motion carried.

C. Planning & Zoning Dept.

1. Watson Freeport LSA/2nd Reading-Adoption Ordinance

Council Action: Councilwoman McLean made a motion to approve the second reading and adoption of the Watson Freeport Large Scale Amendment Ordinance 2016-08. Councilman Farris seconded the motion. All ayes; motion carried.

2. Watson Freeport Re-Zoning/2nd Reading-Adoption Ordinance

Council Action: Councilwoman McLean made a motion to approve the second reading and adoption for the Watson Freeport Re-Zoning Ordinance 2016-09. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

3. WCEDA LSA/2nd Reading-Adoption Ordinance

Council Action: Councilwoman Brannon made a motion to approve the second reading and adoption of the Walton County Economic Development Alliance (WCEDA) Large Scale Amendment Ordinance 2016-10. Councilman Farris seconded the motion. All ayes; motion carried.

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4. WCEDA Re-Zoning/2nd Reading – Adoption Ordinance

Council Action: Councilwoman Cuchens made a motion to approve the second reading and adoption of the Walton County Economic Development Alliance (WCEDA) Re-Zoning Ordinance 2016-11. Councilman Farris seconded the motion. All ayes; motion carried.

5. WCEDA Phase III Industrial PDP – Resolution Approval

Council Action: Councilman Farris made a motion to approve the Walton County Economic Development Alliance (WCEDA) Phase III Industrial PDP Resolution 2016-06. Councilwoman Brannon seconded the motion. All ayes; motion carried.

6. Central Park Subdivision Plat Approval

Council Action: Councilwoman McLean made a motion to approve the final plat for Central Park Subdivision Phase I of Hammock Bay. Councilman Farris seconded the motion. All ayes; motion carried.

D. Legal Matters

1. Sewer Rate Ordinance-2nd Reading-Adoption 2016-07

Council Action: Councilwoman Cuchens made a motion to approve the second reading and adoption of Sewer Rate Ordinance 2016-07. Councilman Farris seconded the motion. Four ayes (Cuchens/Farris/McLean/Laird); one nay (Brannon); motion carried.

E. Engineering: None

F. Water Dept.

1. Set Budget Workshop for Water Dept.

Council Action: Councilwoman Cuchens made motion to set a Budget Workshop for August 1, 2016 at 6:00 pm of which Council agreed that the City Attorney does not need to attend. Councilwoman Laird seconded the motion. All ayes; motion carried.

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G. Sewer Dept.

1. Councilwoman McLean
 - a. Request approval of Part-time & Full-time Sewer Worker Recommendations
 - Wayne Krygier – Full-Time
 - Brandon Messer – Part-Time

Council Action: Councilwoman McLean made a motion to approve Sewer Department recommendations to hire Wayne Krygier as a full-time Sewer Maintenance Worker and Brandon Messer as a part-time Sewer Maintenance Worker. Councilman Farris seconded the motion. All ayes; motion carried.

2. Permission to go out for bid for Sludge Drying Beds Project

Council Action: Councilwoman McLean made a motion to approve advertisement to go out for bid for the Sewer Sludge Drying Bed Project in the amount of \$175,000.00. Councilwoman Laird seconded the motion. All ayes; motion carried.

3. Preble Rish Conceptual Plan from Owls Head to Rock Hill

Council Action: Councilman Farris made a motion to approve Dewberry-Preble-Rish to develop a conceptual plan for sewer from Owls Head to Rock Hill. Councilwoman McLean seconded the motion. All ayes; motion carried.

4. Request for Inclusion to the State Revolving Funds Grant due Sept. 26

Council Action: Councilwoman McLean made a motion for Dewberry-Preble-Rish to submit the Request for Inclusion for the City of Freeport for the State Revolving Funds Grant due September the 26, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.

H. Parks Dept.

1. Request approval for Parks Director Weiler to advertise and recruit a Parks Dept. Assistant
 - At this time Councilwoman Cuchens addressed the item under her name on the Agenda regarding *Legal Explanation for Replacement of Budgeted Employees*. City Attorney Adkinson explained to the Council that advertisement of budgeted employees will need the approval of the Council per section 203 of the newly adopted Personnel Policies.

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Council Action: Councilwoman Laird made a motion to advertise for the Parks Director Assistant. Councilwoman Cuchens seconded the motion. All ayes; motion carried.

VIII. Old Business: None

IX. New Business

A. Mayor Russ Barley

1. Appointment Announcements of Council Members

- Mayor Barley announced to the Council and those present that the Walton County Board of County Commissioners has appointed Councilwoman Janice McLean to serve on the *River Way South Apalachicola of Choctawhatchee* Board of Directors as an at Large Representative for Walton County. Mayor Barley congratulated Councilwoman McLean.
- Mayor Barley announced to the Council and those present that Councilwoman Kasey Cuchens has been appointed to the *West Florida Regional Planning Council* Policy Board and this is a State wide board made up of 10 Regional Planning Councils. Mayor Barley Congratulated Councilwoman Cuchens.

2. Community Center Weekend and Evening Custodial Duties

- Council tabled this topic for the next Regular Council Meeting on August 9, 2016.

3. Rates for Fixed Income and Elderly

- The Mayor has received several calls regarding the elderly and fixed income customers who say they cannot afford the additional hook-up fees for water. Council discussed and will address these issues on a case-by-case basis.

B. Councilwoman Brannon: None

C. Councilwoman Cuchens

1. ~~Legal explanation for replacement of budgeted employees~~

2. Request Approval of Travel for the following

- a. Florida Rural Economic Development Conference – Orlando
(Scholarship for this conference will be applied for through Opportunity Florida)
- b. Gulf Power Symposium Oct. 2nd – 4th - Panama City

Council Action: Councilman Farris made a motion to approve Councilwoman Cuchens to attend the Florida Rural Economic Development Conference in Orlando September 18, 2016 through September 20, 2016 and the Gulf Power Symposium October 2, 2016 through October 4, 2016. Councilwoman Laird seconded the motion. All ayes; motion carried.

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3. FRDAP Grant Application for Opportunities for Individuals with Unique Abilities at the Regional Sports Complex.

Council Action: Councilwoman Cuchens made a motion to set a Special Meeting for August 9, 2016 at 8:45 am, for the FRDAP Grant. Councilwoman Laird seconded the motion. All ayes; motion carried.

4. Councilwoman Cuchens-update to Capital Improvement Plan (CIP)

*Council Action: Councilwoman McLean made a motion to change the title and funding source under VII. Recreation line 14 of the Capital Improvement Plan from: **Restroom Facility & Walking Trail Extension at Sports Complex- Funding Source Florida Trails.** To: **Restroom Facility, Walking Trail & Exercise area(s) at Sports Complex-Funding Source Florida Trails & FRDAP.** Councilwoman Laird seconded the motion. All ayes; motion carried.*

5. Approve Environmental Assessment for the Florida Community Trusts Grant

- Councilwoman Cuchens explained to the Council that the Florida Community Trusts Grant for Land Acquisition that is currently being applied for requires an Environmental Assessment.

Council Action: Councilman Farris made a motion to approve an Environmental Assessment to be done by an approved property appraiser, not to exceed \$1000.00, to be completed for the application process of the Florida Community Trusts Grant. Councilwoman Laird seconded the motion. All ayes; motion carried.

6. Schedule review of Contracts

- Council discussed continuing the review of City Contracts. Council requested Clerk Podraza bring two contracts to the next Council Meeting for review.

D. Councilman Farris

1. ~~Emergency Preparedness Manual~~
 2. 3-Way stop sign for Jefferson Street & South Jackson Street
- Councilman Farris requested a 3-Way stop sign at the intersection of Jefferson and South Jackson St. A petition was presented that has been signed by concerned members of the

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community. The petition will become an official part of the July 28, 2016 Approved Minutes.

Mr. Ashley McCormick approached the podium to address the Council with his concerns about the traffic at this location.

Council Action: Councilman Farris made a motion to add a 3-Way stop sign at the intersection of Jefferson Street and South Jackson Street. Councilwoman Brannon seconded the motion. Council discussed. Motion Tabled.

E. Councilwoman Laird: None

X. Public Comment: None

XI. Adjournment

Mayor Russ Barley called for a motion to adjourn. Councilwoman McLean motioned to adjourn. The Mayor gavelled and the meeting adjourned at 8:45 pm.

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

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